

## VACANCY ANNOUNCEMENT

(Announcement Number: 14-13)

The American Embassy in Kathmandu is seeking an individual for the position of Financial Clerk.

**OPEN TO:** All Interested Candidates

**POSITION:** Financial Clerk, FSN – 5; FP-09

**OPENING DATE:** April 04, 2014

**CLOSING DATE:** April 18, 2014

**WORK HOURS:** Full-time; 40 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### **BASIC FUNCTION OF THE POSITION**

The incumbent provides a full range of clerical and administrative support in the Financial Management Section. The duties include receiving and maintaining a log of vendor invoices; uploading vendor invoices along with supporting documents into a financial system for payment action; keeping records of all processed vouchers; keeping track of all payment actions and responding to enquiries regarding their status; maintaining records of VAT refunds for official purchases; and performing any other duties as assigned.

### **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a bachelor's degree in accounting, finance, business management or any other financially oriented field of study is required.
2. Minimum two years of experience in an administrative work in finance, vouchering and accounting is required.
3. Level IV (Fluent) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Good practical knowledge of general administrative, vouchering or accounting work is required.

5. Excellent organizational and interpretational skills are required. Strong mathematical skills and skills in time management and electronic records control are required. The ability to use various computer applications such as MS Outlook, MS Word, MS Excel, Power Point and specialized financial software packages is required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:  
[http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO**

Email: [Recruitktm@state.gov](mailto:Recruitktm@state.gov) (write “Application for Financial Clerk” in the Subject Line)

Or

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

**(Please clearly mark your envelope as “Application for Financial Clerk”)**

## **WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

### **THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE**

Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4550 Contact the Human Resources Office for further details regarding this announcement.